

Aftercare Policies and Procedures 2019-2020

General Information

- All students are automatically registered for Aftercare when they are enrolled in the TADS system. Should a need arise to change a drop in or full time status, please notify the director. Parents must also notify the director of any changes in billing information, email addresses, emergency contacts, or phone numbers.
- Aftercare is open from dismissal until 6pm when school is in session and from 8am - 6pm during school closures. Aftercare is not open during every school holiday, nor is it guaranteed to be open during inclement weather. A full calendar can be found on the Aftercare website. On evenings when Aftercare is open late for HSA meetings, orientations, etc., currently enrolled SBA students may stay free of charge.
- 3K/JK/K students will meet in the JK Room. 1st-5th Level students will meet in the dining hall. 6th-8th Level students will meet in Room 19 behind the stage.
- ***Please note that while on campus after school, students must be supervised by an adult at all times. If students are on campus and are not with a coach, parent, or teacher, they will be checked into Aftercare.***

Checkout and Late Fee

- All students should be signed out on the computer each day by a parent, guardian, or coach. There will be a computer located outside of the dining hall and in the JK Room. If someone atypical will be picking up a student, please email the director. There is a \$5 per minute per child late fee after 6pm. Please make every effort to pick up your children promptly.

Daily Environment

- A typical day in Aftercare includes the opportunity to enjoy a snack, play outside (weather permitting), play inside, work on homework, and participate in clubs. Students will have access to the playground in good weather or the gym and/or multipurpose room when they are available. Please be sure to send a jacket as it gets colder.

Safety

- To ensure the safety of our students, we ask that parents not come onto the playgrounds when Aftercare is outside. If you are collecting your child, please do not linger in the cafeteria, as we want to encourage our students to be responsible and independent. The Aftercare lobby can get crowded at times, but please do not open the door for people. We know that it may seem rude, but it allows us to have better control of who is in the building at any given time.

Homework

- Homework Room is available for students in Levels 1-8 who wish to work on homework in a quiet environment. Homework Room begins at 3:30pm and ends at 4:30pm Mondays - Thursdays. While there, students work while under the supervision of an SBA teacher. If a student needs to attend Homework Room regularly, please inform the Aftercare Director.

Discipline

- Aftercare honors the rules and standards outlined during the school day. Behavioral problems will be addressed by staff that will correct and redirect as appropriate. If a child displays aggressive or threatening behavior, s/he may be asked to leave Aftercare for up to five days. If the behavior persists, s/he may be suspended for the year.

Department of Education

- Aftercare operates under the requirements of the Department of Education. Specific guidelines can be found in the Aftercare lobby.

Electronics

- On Fridays, early dismissals, or full days, students are permitted to bring electronic devices strictly for their own personal use. Electronic devices may only be used for games, music, reading, or homework while inside. Devices should not be taken onto the playground. Should a student need to make a phone call to a parent, they may use the Aftercare phone. We encourage students to only make calls when it's an urgent matter in order to keep the lines free and allow parents to work.

Snacks

- Students may not share food, drinks, or money from home. We are very conscientious of those children with food allergies and strive to minimize the risk of contamination by not sharing food.
- Aftercare will provide a nut-free snack every afternoon. Students are always welcome to bring snacks from home if they prefer.
- The vending machine is an option for students who bring money from home. They may visit the vending machine one at a time in an effort to keep the hallways clear.
- On early dismissals and full days, Aftercare will provide a morning snack and an afternoon snack. Hot lunch is not available on those days, so please plan to send a lunch.